



POSITION DESCRIPTION

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| Job Title: | Warehouse Assistant I | | |
| Reports to: | Warehouse Manager | | |
| Supervisory Responsibilities: | | FLSA Status: | Hourly, Non-Exempt |
| Department: | Warehouse | Hours Per Week: | M-F, 8-4, with some wknds |
| Date Approved: | | Benefits Eligible: | Yes |

Position Summary: The Warehouse Assistant, under the direction of the Warehouse Manager, will carry out the following warehouse functions: receiving, storing, handling, shipping and preparing food and food product for delivery. This role also assists, engages, and facilitates the volunteers to help meet KLF mission, vision and values. In addition, the Warehouse Assistant will ensure food and staff safety throughout the warehouse.

Essential Functions:

- Prepares orders for shipment in a safe, efficient and accurate manner.
- Receives, inspects, repackages and records incoming food and food product.
- Organizes the systematic storage of food and food product.
- Conducts the smooth functions relating to requisition, receipt, stacking and dispatch of goods and supplies.
- Works closely with volunteers and volunteer groups in facilitating daily warehouse projects assuring that safety standards are consistently met.
- Performs daily warehouse tasks such as replenishing and moving product, accurately maintaining daily logs, aiding with inventory and assisting with other projects.
- Conducts food pick-ups and deliveries using KLF truck fleet, as needed.
- Ensures the work environment is maintained, clean and in an orderly fashion.
- May perform additional duties, as assigned.

Non-Essential Functions

- Supports other KLF programs as required and necessary.
- May perform additional duties, as assigned.

Universal Competencies

- Mission, Service, and Urgency
- Integrity, Stewardship and Accountability
- Respect: Inclusion, Diversity, and Equity
- Collaboration and Teamwork
- Communication
- Organizational Improvement and Professional Development
- Dependability and Flexibility

Minimum Requirements:

- High School Diploma or G.E.D. is required.
- Possesses the capability of following directions and completes tasks within the assigned timeframe; efficiently manages time and meets all deadlines.
- Ability to maintain a Chauffeur's License and successfully pass a Department of Transportation (DOT) physical is required.
- Valid Driver's License and insurability is required.
- Forklift experience is required; stand-up forklift experience is desirable.
- Warehouse experience is required.
- Strong internal and external customer service skills.
- Strong, clear communicator and excellent interpersonal skills; proven ability to effectively and positively communicate with internal and external customers.
- Ability to work some evening/weekend hours is required.
- Ability to work in walk-in coolers and freezers is required.
- Experience with inventory management software is helpful.

Preferred Requirements

- Associate degree in a human services field, or equivalent.
- Ability to speak and understand languages in addition to English.
- Understanding of safe food handling procedures.

Physical Requirements:

- Frequently required to use hands and fingers to handle, feel, or operate equipment and reach with hands and arms.
- Frequently lifts 50 pounds and occasionally up to 100 pounds, with assistance.
- Regularly required to lift, move, carry, pull and push files/objects up to 10 pounds while sitting, standing, climbing, or walking.
- Required to regularly speak clearly, hear and read, using the English language.
- Required to frequently stand and walk.
- Specific vision abilities required include: ability to drive KLF vehicles and forklifts, close vision, and the ability to adjust focus.

Work Contacts

- Regularly reads, writes, and speaks with vendors, volunteers, peers, and supervisor to gather and disseminate information.
- Regularly leads and trains volunteers, providing performance feedback.
- Regularly demonstrates excellent relationship building skills.
- Occasionally works to resolve difficult or tense situations, relying on conflict resolution and de-escalation skills.

Work Environment:

- Regularly works in the warehouse environment where lighting is adequate, but temperatures can be extreme.
- Regularly drives a delivery vehicle, operating lifts and hand trucks, working in various weather conditions.
- Regularly works with spoiled food, including clean up and disposal of spoiled items.
- Occasionally exposed to stressful human conditions, including food insecurity, mental illness, substance abuse and dependency, and socio-economic instability, which can occasionally lead to a hazardous environment.
- Noise level is usually moderate.
- Exhaust and dust will be present in the warehouse.

This job description is an example of the general requirements of the position and is not intended to be exhaustive or all-inclusive.

By signing below, I indicate that I have read and understand this job description. In accordance with KLF's open door policy, I have had and will continue to have, an opportunity to discuss the requirements of my position with my supervisor and the Executive Director.

I can perform the essential functions of this job with or without reasonable accommodation. (If you identify as a person with a disability, please contact the Executive Director. An individual is considered to have a disability if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.)

Signature

Date

Print Name